

This is a TEMPORARY DOCUMENT  
only, for the use of DCI/HS.  
The record copy has been  
released to National Archives \*  
under the HISTORICAL REVIEW PROGRAM.

Date 6/27/91 HRP 89.2

\* Subject to State  
concurrency

DEPARTMENT OF STATE  
~~NATIONAL INTELLIGENCE AUTHORITY~~  
OFFICE OF THE DEPUTY SECRETARY FOR SECURITY  
~~CENTRAL INTELLIGENCE GROUP~~

FUNCTIONS:

In the field of ~~internal security~~ and security in-  
telligence, the functions and organization of the Deputy  
Secretary for Security, are identical with those of the  
Deputy Secretary for Intelligence in the field of ~~foreign~~ *positive*  
intelligence, except for the number of Committees under  
his direction. The immediate office of the Deputy Secre-  
tary for Security will, therefore, consist of the follow-  
ing:

Deputy Secretary for Security	1	CAF-15
Assistant Deputy Secretary for Security	1	CAF-14
Secretaries	2	CAF- 5

Control Section

Administrative Assistant	1	CAF- 7
Clerk	1	CAF- 5
Clerk	1	CAF- 3

The Committees under the direct supervision of the  
Deputy Secretary for Security will consist of the following:

- (1) Committee on ~~Travel Control~~ *Security Policy*
- (2) Committee on Information Security
- (3) Committee on Physical Security
- (4) Committee on Communications Security
- (5) Committee on Security Investigations
- (6) Committee on Economic Security Controls
- (7) Committee on Censorship Planning

HS/HC-32

State Dept. review completed

200074

The Department of State will furnish the Chairman of five of the seven Committees (those on <sup>Security Policy</sup> ~~Travel Control~~, Communications Security, Security Investigations, Economic Security Controls and Censorship Planning). A commitment requiring the following personnel:

Chairmen	5	CAF-14
Assistant Chairmen	5	CAF-12
Secretaries	5	CAF- 5
Stenographers	5	CAF- 3

Justification for Positions Requested:

Since the organization, functions, method of operation and work load of the Office of the Deputy Secretary for Security in his field will be almost identical to those of the Deputy Secretary for Intelligence in his field, the justification for the positions requested is the same in both cases.

Department of State, Secretariat, Intelligence  
Coordinating Committees, Central Intelligence  
Group

Functions: Under the supervision and direction of the Director of Central Intelligence, the Secretariat will have the following functions:

(a) Direct and coordinate the activities of the committees, serve as their chairman, and be responsible for the effective conduct of the committees' affairs.

(b) Present recommendations and plans prepared by the committees to the National Intelligence Authority for decision and, upon approval by the Authority, serve as the Executive for carrying them out.

(c) Develop the document procedure and all other procedures of the committees.

(d) Provide the committees with secretarial and other necessary services.

The Secretariat will be headed by an Executive Secretary who will be assisted by a Deputy Secretary for Intelligence and a Deputy Secretary for Security. The separation of intelligence and security is required by the different nature of the functions performed in each case.

The immediate office of the Executive Secretary will be constituted as follows:

Executive Secretary - 1 CAF-15

Secretary - 1 CAF-7

DEPARTMENT OF STATE  
ADMINISTRATIVE OFFICE  
CENTRAL INTELLIGENCE GROUP

~~Department of State, Office of the Executive  
Officer, Central Intelligence Group~~

*, as head of the Administrative Office,*  
Functions: The Executive Officer <sup>^</sup> will be responsible

to the Director of Central Intelligence for all administrative matters involving the Central Intelligence Group, including the maintenance of personnel records and preparation of personnel reports to the various departments having personnel on duty with the Authority, the provision of supplies and equipment, the maintenance of the Record Section, and the supervision of the stenographic pool. The office will consist of a Personnel

Section, a Supply Section, a Record Section, and a Stenographic Pool. *This budget is prepared on the assumption that*

<sup>^</sup> The Department of State will furnish the personnel and facilities for the Record Section and the Stenographic Pool, while the Personnel Section and the Supply Section will be staffed and equipped by the War and Navy Departments.

The immediate office of the Executive Officer will consist of the following:

Executive Officer	- 1 CAF-15
Secretary	- 1 CAF-5

The Records Section will be responsible for maintaining the complete files of the National Intelligence Authority and the Central Intelligence Group, including all correspondence, agenda, minutes, study sheets, decisions, directives, operating plans and manuals. It will provide a filing service for the Director, his Deputies, and authorized officials of the Departments and agencies participating in the affairs of the group.

The Records Section will be constituted as follows:

Administrative Assistant	- 1 CAF-7
File Clerks	- 2 CAF-5
File Clerks	- 2 CAF-4
Clerks	- 7 CAF-3

The Stenographic Pool will be responsible for furnishing conference reporters for meetings of the National Intelligence Authority, the Intelligence Advisory Board and the Intelligence Coordinating Committees, for typing (or stenciling and duplicating) reports to be submitted to the Authority, the Board and to the Committees and their working groups; and for furnishing additional stenographic assistance to the other branches of the Central Intelligence Group as required. The personnel of the Stenographic Pool will be as follows:

Administrative Assistant	- 1	CAF-7
Conference Reports	- 2	CAF-6
Stenographers	- 2	CAF-5
Stenographers	- 7	CAF-3

Justification for Positions Requested:

In determining the number and grades of personnel required for the Record Section and the Stenographic Pool, it has been necessary to make certain assumptions as to the type and volume of work to be performed by those sections. This budget estimate is based upon a study of a very similar governmental activity, the Joint Chiefs of Staff, in the light of the comparative type and volume of the estimated activities of the Authority.

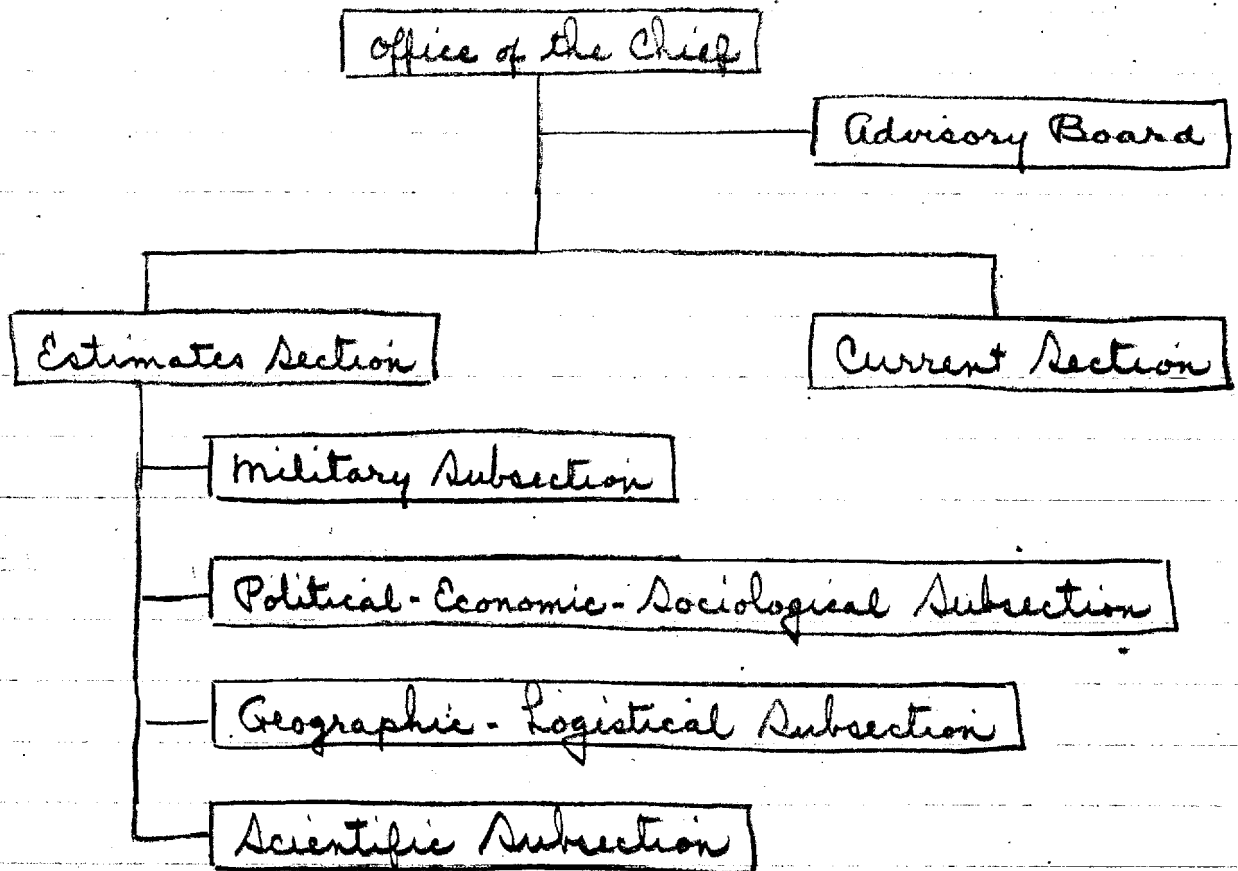
Department of State, National Estimates Staff,  
Central Intelligence Group

Functions: To accomplish the correlation and evaluation of intelligence relating to the national security, and the appropriate dissemination within the Government of the resulting strategic and national policy intelligence (Presidential Directive, 22 January 1946, paragraph 3a).

Activities: Receives basic studies and reports on the political, economic, and military (air, ground, and naval) situation in foreign countries from the Office of Research and Intelligence, <sup>Department of State,</sup> and the War, Navy, and other departments; receives top-level information regarding the policies, objectives, and economic and military capabilities of the United States from officials in possession of such information; on the basis of such intelligence and information prepares regular and special strategic and national policy estimates for the President, the Secretaries of State, War, and Navy, and such of the top-level officials of the Government as the President or the National Intelligence Authority may designate.



# Organization:



The personnel of the National Estimates Staff will be assigned by the Departments of State, War, and the Navy to the Central Intelligence Group, except that four members of the Advisory Board will be detailed from the offices of the Special Assistant to the Secretary of State, the Assistant Chief of Staff G-2, the Chief of Naval Intelligence, and the Assistant Chief of Air Staff-2, respectively. It is desired that the Department of State provide the following positions:

Chief, National Estimates Staff	1 P-8	\$ 8750
State Dept. Mbr., Advisory Board	1 P-8	8750
Chief, Estimates Section	1 P-8	8750
Pol. - Ec. - Soc. Subsection		
Chief	1 P-7	7175
Analyst	1 P-7	7175
Analyst	3 P-6	18690
Analyst	3 P-5	15540
Geo. - Logistical Subsection		
Analyst	1 P-5	5180
Current Section		
Chief	1 P-7	7175
Analyst	3 P-6	18690
Analyst	3 P-5	15540
	19	121,415